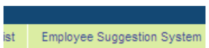
Idea Manager/Employee Suggestion System

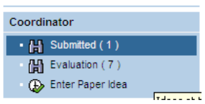
Evaluator Guide

Evaluate Submitted Ideas

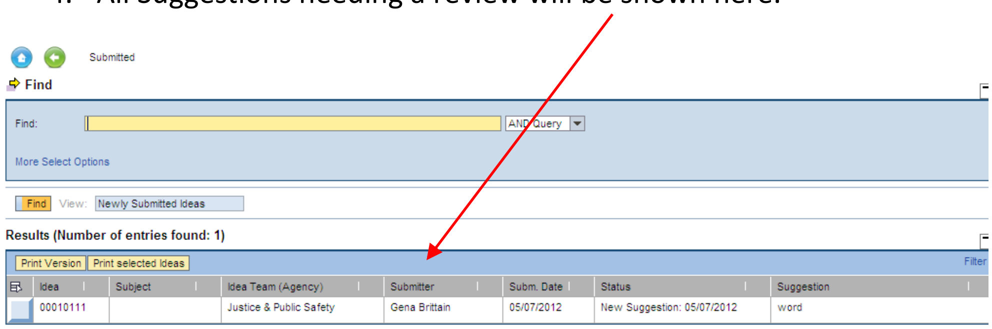
1. Log onto Employee Self Service (ESS).
2. Choose the 'Employee Suggestion System' tab.



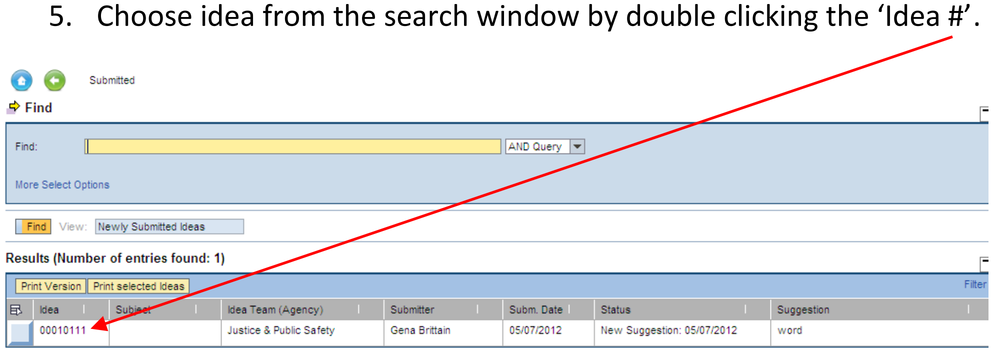
3. Choose 'Evaluations'.



4. All Suggestions needing a review will be shown here.

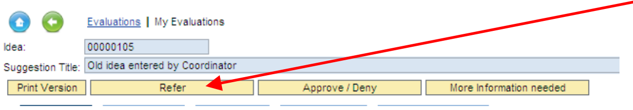


5. Choose idea from the search window by double clicking the 'Idea #'.

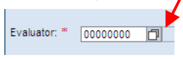


Refer to another Evaluator

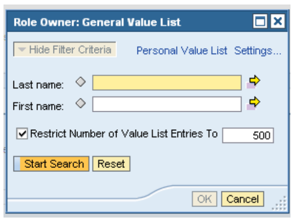
1. Once you've opened an Idea, Choose the 'Refer' button.



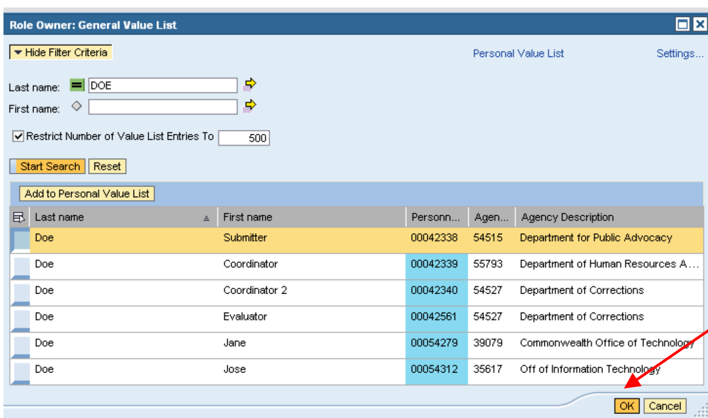
2. Click the search icon to search for an evaluator or you can enter the pernr of the person you are referring the suggestion to.



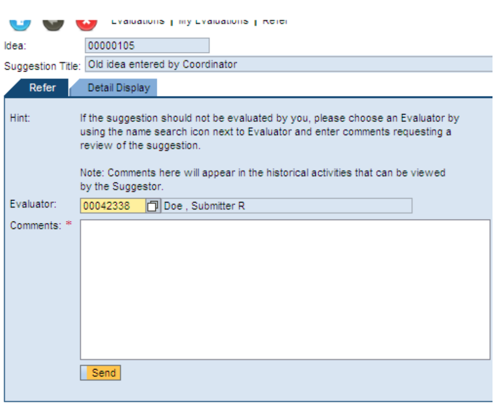
3. Enter the last name and/or first name of the evaluator and click 'Start Search'.



4. Choose the evaluator by clicking the button next to their name in the list and click 'OK'.

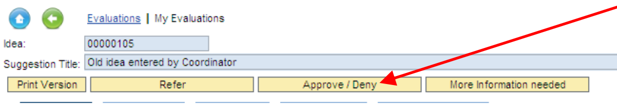


5. Enter a Comment then click 'Send'.

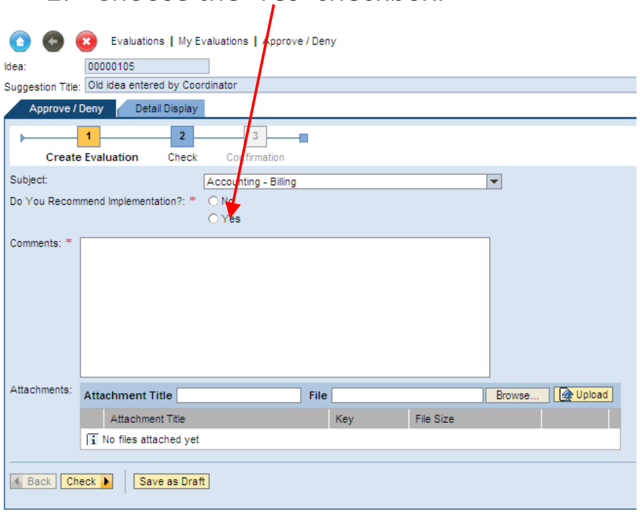


Approve a Suggestion

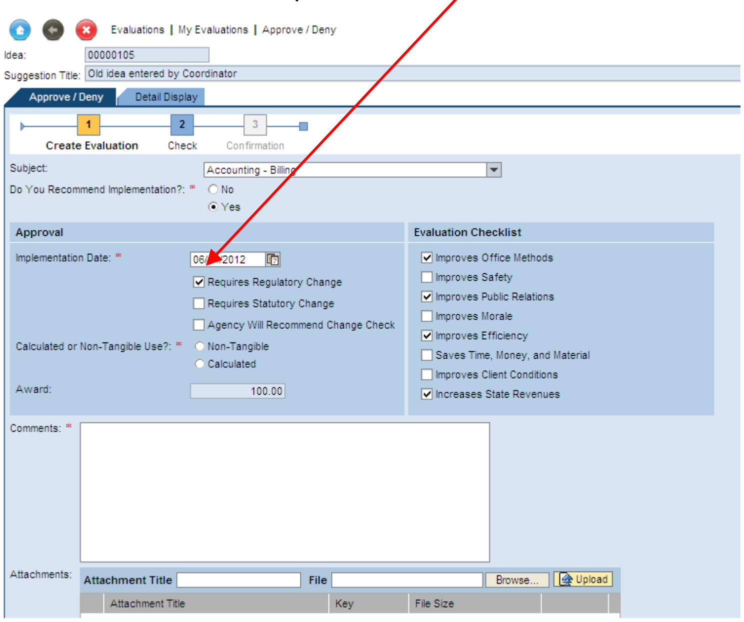
1. Once you've opened an Idea, Choose the 'Approve/Deny' button.



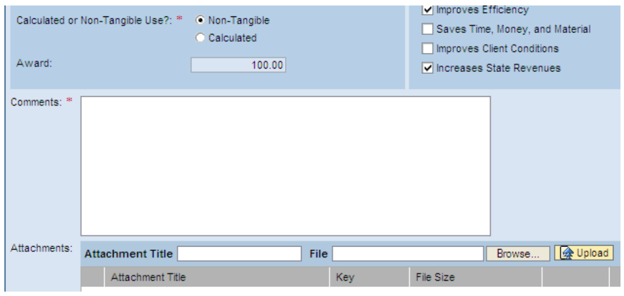
2. Choose the 'Yes' checkbox.



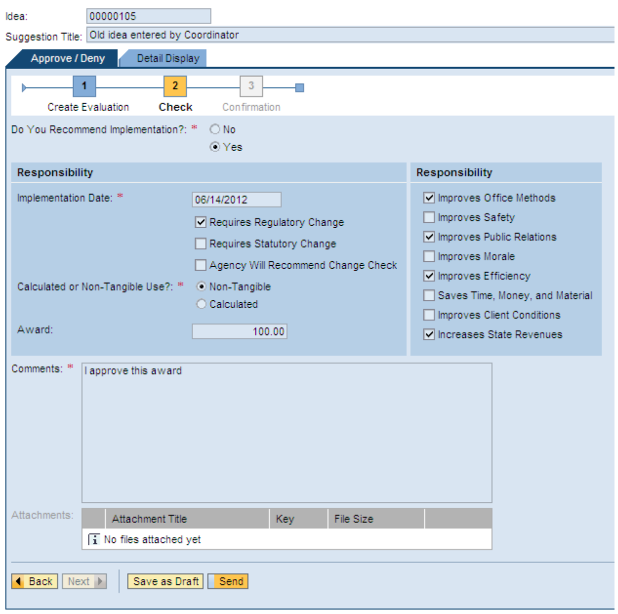
3. Enter an Implementation Date or choose one from the calendar icon.
4. Check the change type check box.
5. Choose all that pertain from the 'Evaluation Checklist'



6. Choose ‘Non-Tangible’ award which will default to $100.00 or choose ‘Calculated’ which is based on the cost and savings for the award.



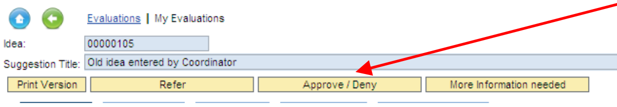
7. Enter a ‘Comment’.
8. Click the ‘Check’ button to review.
9. Review your entries and attach any attachments.



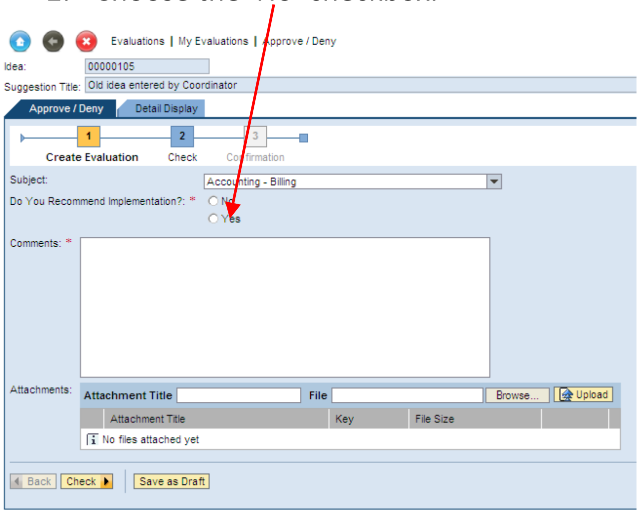
10. Click ‘Send’ to send the suggestion back to the Coordinator.

Deny a Suggestion

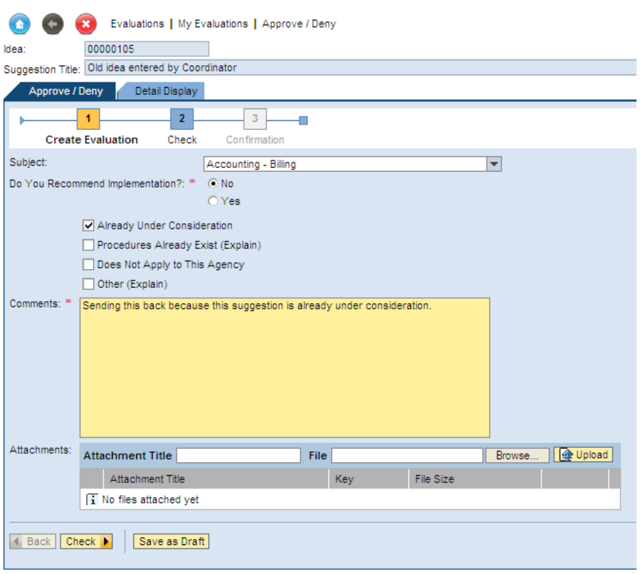
1. Once you've opened an Idea, Choose the 'Approve/Deny' button.



2. Choose the 'No' checkbox.



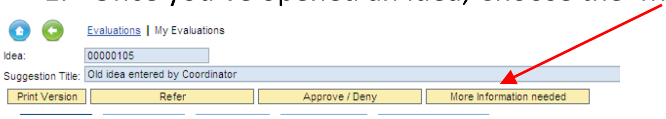
3. Choose all reasons that pertain and enter a Comment and any attachments.
4. Click the 'Check' button to review.



5. Once you've reviewed, click the 'Send' button.

More information Needed

1. Once you've opened an Idea, Choose the 'More Information Needed' button.



2. Enter a 'Comment' that will inform the submitter what additional information you are looking for.